

**INFRASTRUCTURE FOR DOWNTOWN  
Streets, Sidewalks, Streetscape  
Project Packet Cover Sheet**

**Participating Municipalities:** \_\_\_\_\_

**1. Name of Project:** \_\_\_\_\_  
*(If proposing more than one Infrastructure project, please complete a project packet for each proposed project. Seven (7) pages per packet)*

**2. Type of Project:**

Streets	_____	Water	_____
Sidewalks	_____	Sewer	_____
Drainage	_____	Other:	_____

**3. Project Description:** Please provide a detailed summary of the proposed project. The summary should include a detailed scope of the total project, including the non-CDBG funded components. For all projects, provide maps that clearly show existing and proposed streetscape components. Maps and project description must indicate whether the project involves reconfiguration, or replacement of a component with existing or different materials. This description will be used to confirm overall project feasibility.

**Please refer to National Objective Guidance regarding maps on Page 71.)**

**4. National Objective: select a) or b)**

a) Benefit to low and moderate income persons \_\_\_\_\_  
• For this national objective, estimate the number of low and moderate income persons to benefit from Project  
(please provide number, not percentage) \_\_\_\_\_

b) Elimination of slums or blighting conditions:      Area      Spot      ÿ

**5. Project Budget Information:**

CDBG project cost:	\$ _____
CDBG delivery cost:	\$ _____
<b>Total CDBG cost:</b>	<b>\$ _____</b>
Other Project funds (if applicable):	\$ _____
<b>Total Project Cost:</b>	<b>\$ _____</b>
Cite Sources of Other Project Funds:	

**6. Estimated number of square/linear feet to be completed:** \_\_\_\_\_

**7. Location (boundary streets) of Project:** \_\_\_\_\_

**8. If applicable, define boundaries of target area by street name(s), delineation of area surveyed for national objective compliance:**\_\_\_\_\_

**9. If applicable, estimated number of jobs to be created:**\_\_\_\_\_

**10. If applicable, estimated number of jobs to be retained:**\_\_\_\_\_

**11. If applicable, estimated CDBG cost per job:**\_\_\_\_\_

Project Budget: INFRASTRUCTURE FOR STREETSCAPE					
By funding source, please fill in the appropriate line items below. Then total each column and row.	CDBG	OTHER \$	OTHER \$	OTHER \$	TOTAL
<b>STREETS</b>					
Full Depth Reconstruction					
Surface Repaving					
Crosswalks					
Other (specify)					
Other (specify)					
Contingency					
<b>CURBS</b>					
Concrete					
Bituminous					
Granite					
Other (specify)					
Other (specify)					
Contingency					
<b>SIDEWALKS</b>					
Concrete					
Brick					
Other (specify)					
Other (specify)					
Contingency					
<b>OTHER</b>					
Contingency					
<b>TOTALS BY USES:</b>					

In addition to filling out the above form, please include a detailed cost estimate by a registered engineer, architect or other qualified person. This budget should include a line item description, quantities, units of measure, unit prices and totals.

## **THRESHOLD QUESTIONS:**

- 1. Identify the National Objective that will be met by the program.** Describe in detail how your project will meet a national objective and how it will be documented. (See page 70 for National Objective guidance and page 81 for the National Objective question.)
- 2. The project must be eligible for CDBG assistance.** Identify the type of project and cite the applicable provision of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended. (See Appendix A and pages 52-54 for eligibility guidance.)
- 3. Demonstrate project consistency with the following:** Please provide a Community Development Strategy that includes the proposed project. (See "Guidance on Scored Questions" section and page 81 for the question.)

## **Additional Thresholds for Economic Development Projects:**

**Public Benefit:** Provide the estimated cost per job, for all jobs that will be created.

## **Project Need - 20 Points**

### **4. What is the need for the proposed project/program?**

The need for the project will be evaluated upon the extent to which the response meets the following criteria:

- a) Severity of need: examples of information to demonstrate severity of need include, but are not limited to, current characteristics and needs of the target area and/or target population; condition and age of existing streetscape components. Evidence to support need include surveys, engineering reports/studies, compliance with health and safety standards, and consistency with needs identified in Community Development Strategy. Applicable photographs must be included in appendix. (10 points)
- b) Need for CDBG funds and documentation of efforts to obtain other funds to accomplish this project: examples of information to demonstrate need include, but are not limited to, the extent of the municipality's efforts to obtain non-CDBG funding (i.e., local revenues, other public and private resources) to address the identified needs. Document successful and unsuccessful efforts to secure other funds. (6 points)
- c) Community Involvement and Support: community shall demonstrate and document the communities, stakeholders, relevant organizations and target population's involvement in the development of this project/program and how this community participation process resulted in support for the project/program. (4 points)

## **Project Feasibility - 20 Points**

### **5. Why is the proposed project/program feasible?**

The feasibility of the project will be evaluated upon the extent to which the response meets the following criteria:

- a) Identification and analysis of alternative approaches, their associated costs, and the pros and cons of these approaches: Present rationale for choosing the proposed project/program which most directly addresses the elimination of deteriorated/blighted conditions identified in the slum and blight inventory, as the most feasible and cost effective, explain how and why this approach will best meet the identified needs. (6 points)
- b) Readiness of project: examples of information to demonstrate readiness include, but are not limited to, status of site control; status of design; identification and status of all permits (i.e., environmental, health, safety, building, zoning); compliance with current and relevant local design guidelines and construction standards. The availability of all other funds/resources needed to complete the project must be documented. (6 points)
- c) Reasonableness of project funding: examples of information to demonstrate reasonableness include, but are not limited to, current detailed cost estimates, qualifications of the person who prepared the estimates; the process used to determine that the costs are reasonable; comparable examples; explanation of all sources and uses of funds; viable contingency plan for the project cost overruns that does not include CDBG funds (excluding program income); the provision of operating and maintenance plan, including funding sources. (6 points)
- d) Completeness and reasonableness of timeline: examples of information to demonstrate the feasibility of the timeline include, but are not limited to, description of project milestones including environmental review and permitting; time required to accomplish each milestone; how all components will be completed within the stated timeframe. (2 points)

## **Project Impact – 15 Points**

### **6. What will be the impact of the proposed project/program?**

The project impact will be evaluated upon the extent to which the response meets the following criteria:

- a) Resources leveraged: Provide documentation of resources leveraged directly for this project, which may include funding from other sources, equity, volunteer efforts, staff/in-kind contributions, and force account labor. Must include a written commitment for all leveraged resources. (2 points)

- b) Impact of the proposed project on the target area or target population:  
Examples of information to demonstrate impact include, but are not limited to, economic viability of the target area, including changes in vacancy and turnover rates, pedestrian traffic, commercial sales, and area property tax assessments; direct and indirect benefit to low and moderate income beneficiaries; neighborhood stabilization; and quantitative and qualitative measures the community will use to assess visible improvements. Describe how this activity builds on other CDBG and non-CDBG funded downtown related activities. If there have been previous CDBG-funded activities in this downtown area, please provide a qualitative and quantitative analysis of the impact of this past program upon the target population and/or area, and of whether that project achieved the goals previously set. If this project is proposed under the Slums and Blight National Objective, does the activity directly address a) the elimination of deteriorated/blighting conditions as identified in the slums and blight inventory; or b) prevention of blight. (8 points)
- c) The degree to which the project is consistent with the Sustainable Development Principles listed in Exhibit 5 of the One Year Action Plan. (5 points)

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